



*“Advancing and Stretching
Your Knowledge”*

Human Resource Institute

HRI Generalist Courses

Courses:	Contact Hours:
Administering Your Worker’s Compensation Benefits	3.25
Adult Learning	3.25
Advanced Compensation	13
Advanced Consulting Skills	6.5
Advanced Metrics/Statistical Analysis/Demographics/ Surveys	6.5
Basic Payroll Accounting	3.25
Career Planning and Succession Planning	6.5
Commonwealth Accounting and Reporting System (CARS) or equivalent	13
Employment Law/Personnel Recruitment and Selection Process	3.25
Financial and Budgeting Concepts	6.0
Fundamentals for Benefits Administrators Part I	6.5
Fundamentals for Benefits Administrators Part II	6.5
Fundamentals of Benefits	13
Fundamentals of Compensation	13
Fundamentals of Equal Employment Opportunity Law	3.25
Hiring the Right Person: Using a Behavioral Interviewing Technique	6.5
Introduction to the Commonwealth Personnel Management Information System (PMIS) or equivalent	6.5
Introduction to Workers’ Compensation/New WC Representative Orientation	6.5
Job Analysis, Documentation, and Evaluation	13
Personal and Professional Development Planning	6.5
Recruiting, Staffing, Retaining the Workforce	13
Salary Survey Tools and Trends	3.25
VSDP and Workers’ Compensation Basics	3.25